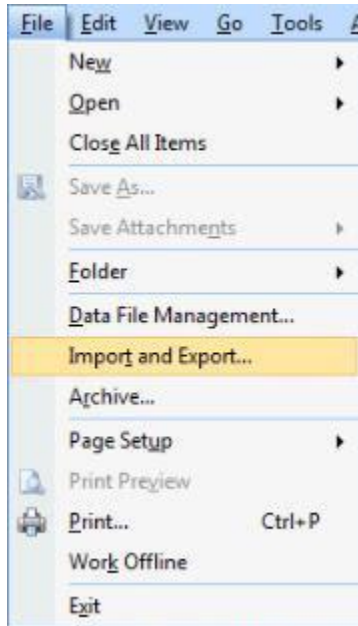


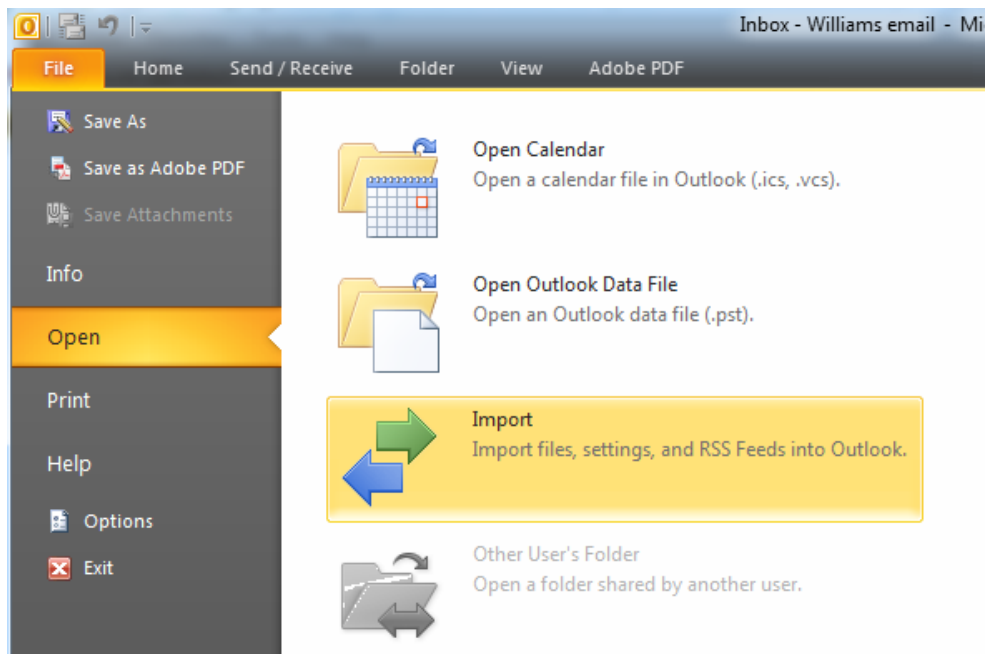
Outlook export contacts and groups

Migrate Outlook Contacts to gmail

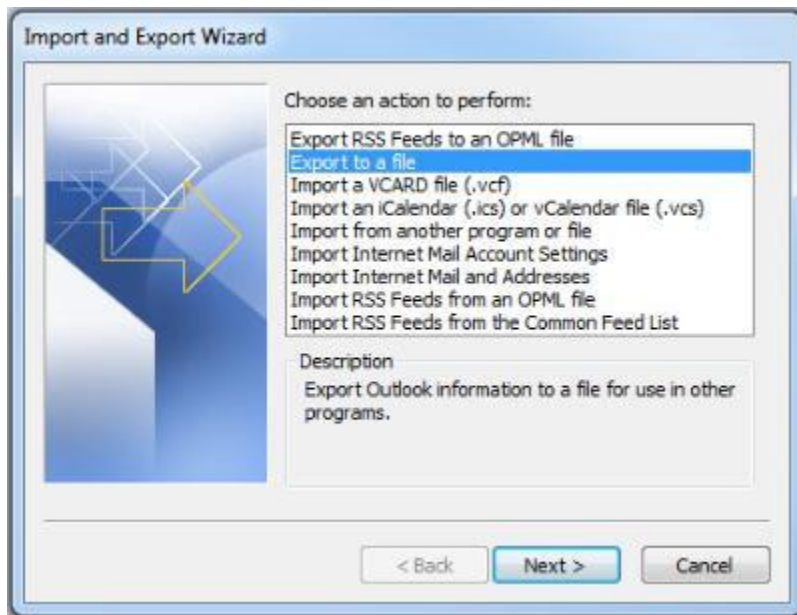
1. In **Outlook 2007** on the **File** menu, click **Import and Export**.



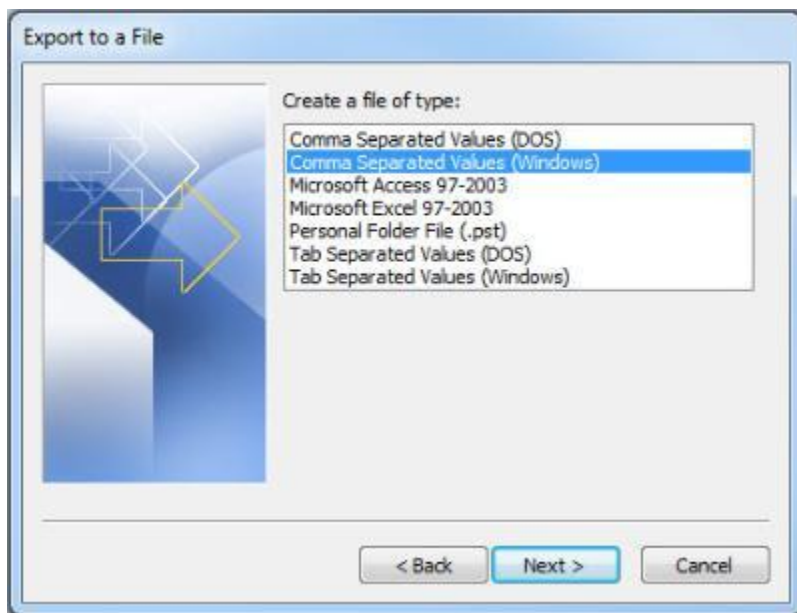
1a. For **Outlook 2010** on the File menu, click Open, then Import



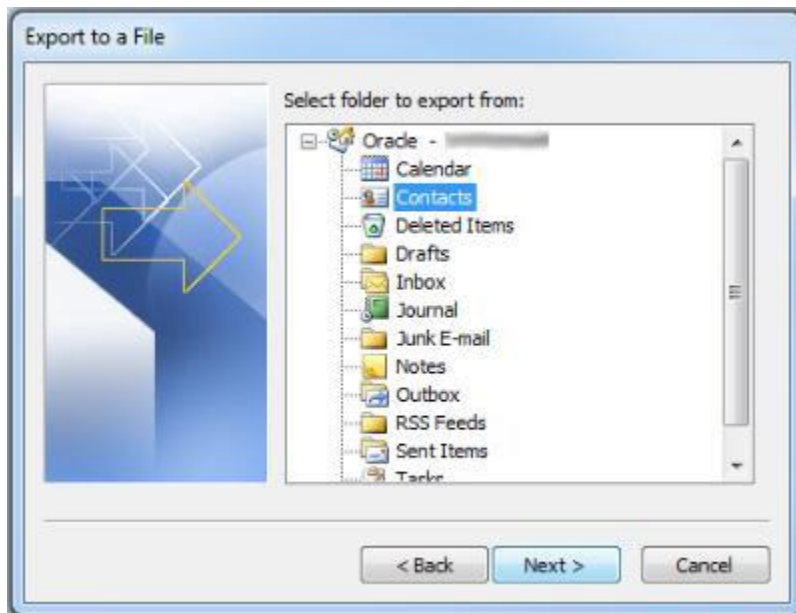
2. Click **Export to a file**, and then click **Next**.



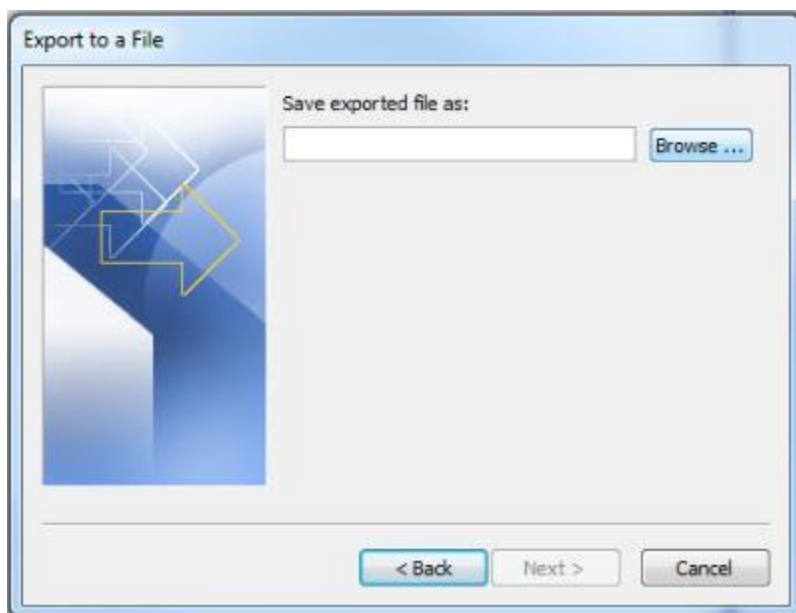
3. Click **Comma Separated Values (Windows)**, and then click **Next**.



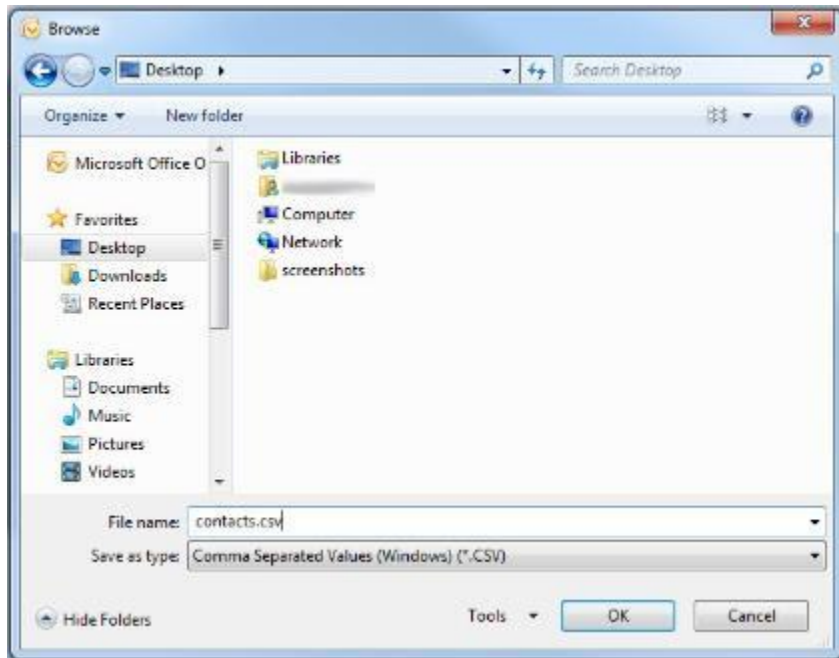
4. In the folder list, click the **Contacts** folder, and then click **Next**.



5. **Browse** to the folder where you want to save the contacts as a .csv file (your Documents folder or the Desktop folder would be logical).



6. Type a name for the exported file like contacts.csv, **and** then click **OK**.

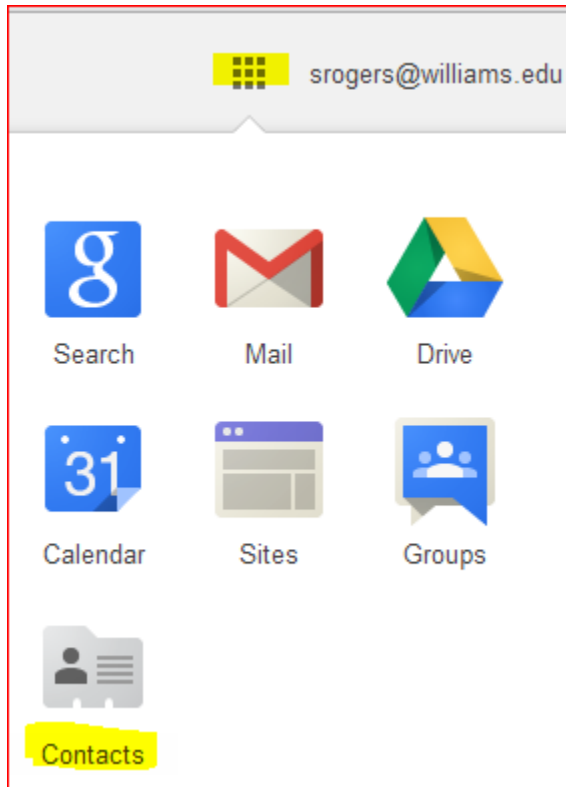


7. Click **Next**.

8. Click **Finish**.

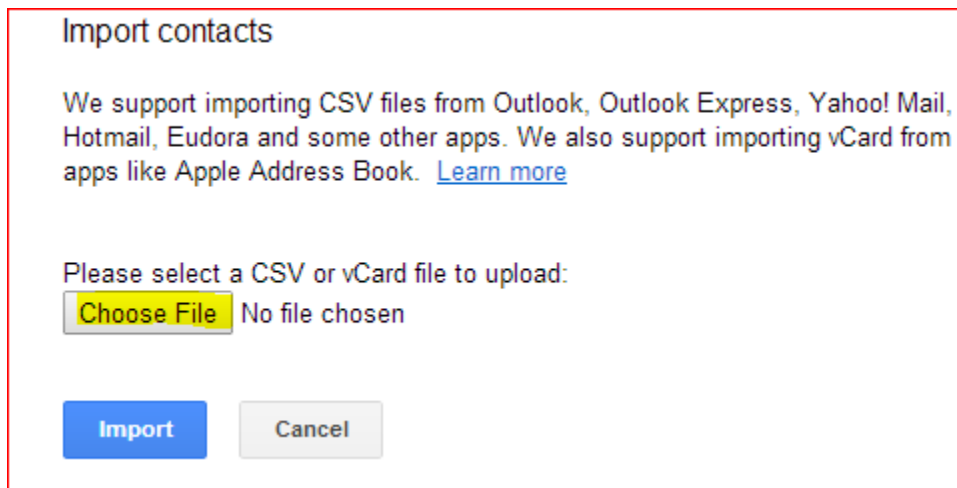
Import Contacts into Google Gmail

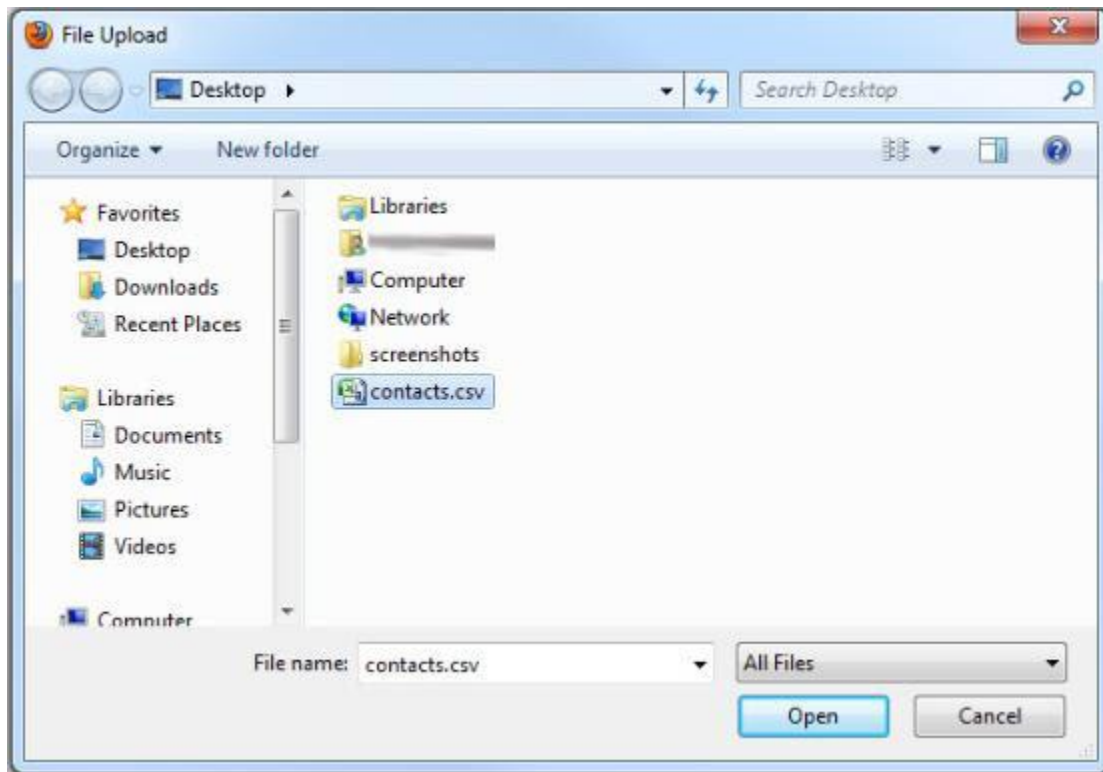
1. Log on to your account from <http://email.williams.edu> and then click the Apps button (the 3 x 3 grid) to get to your other google apps. Choose Contacts.



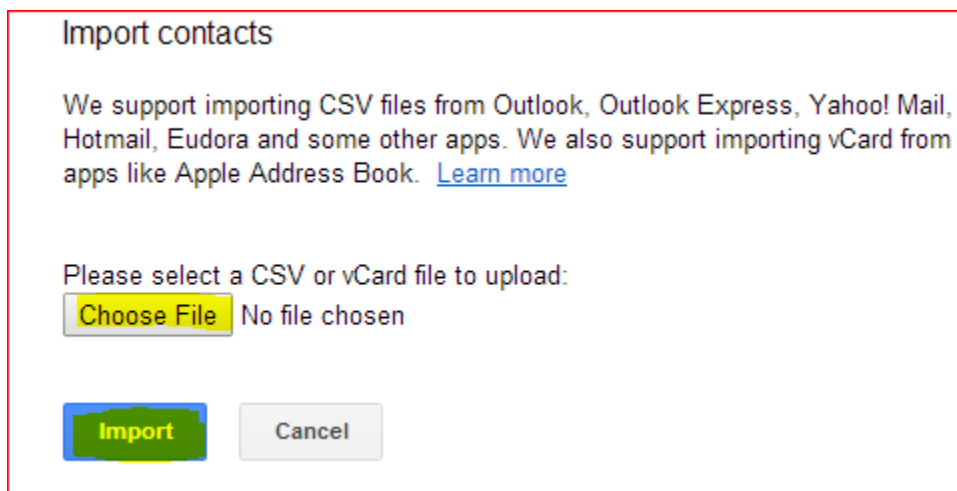
2. Click **Import Contacts** on the left.

3. Click **Choose File**, and then navigate to the .csv file that you created in the "Export Outlook Contacts" section.





4. Select the file and click **Open**, and then click **Import**.



After your contacts are imported, a dialog box appears and displays the total number of contacts imported.